



## UNITED STATES PATENT AND TRADEMARK OFFICE

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UNDER SECRETARY OF COMMERCE FOR INTELLECTUAL PROPERTY AND  
DIRECTOR OF THE UNITED STATES PATENT AND TRADEMARK OFFICE

December 22, 2003

The U.S. Patent and Trademark Office (USPTO) invites contractors interested in solicitation DOC52PAPT0401003, File Repository Maintenance Support Services, to take a tour of the USPTO file repository and the File Information Unit. The purpose of this tour is to give potential contractors an opportunity to better understand the requirement with the goal of obtaining stronger offeror proposals.

The tour will take place on Tuesday, January 6, 2004. Tour participants need to report to the lobby of Crystal Plaza 3, 2021 South Clark Place, Arlington, VA 22202 at 9:30 A.M. for registration of the tour.

Due to space constraints, only two people from each potential contractor will be allowed to participate on the tour. Please provide the names of the individuals representing your company on this tour by January 5, 2004 via email to [john.baumert@uspto.gov](mailto:john.baumert@uspto.gov). This is to insure ample transportation to and from the file repository. Due to security reasons, the list of participants will be given to the front gate security. A photo ID will be required from each participant.

At the conclusion of the tour, you will be able to submit questions in writing. At a later date, answers will be posted on the web at:

<http://www.uspto.gov/web/offices/ac/comp/proc/filerepo/filrehom.htm>.